



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825

www.ca.blm.gov



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Instruction Memorandum No. **CA-2002-050**

Expires 09/30/03

To: All Employees

From: Deputy State Director, Support Services

Subject: Processing of Contracts and Agreements for the Remainder of FY 2002

DD: 07/01/02

The purpose of this memorandum is to establish a deadline date for submission of contract and agreement requirements for action by the State Office Procurement Team.

The last date to submit contracts and/or agreements in FY2002 is **July 1, 2002**. This is the same cutoff date that has been used for the last several years and should be familiar to all resource/technical personnel and managers.

Packages will continue to be accepted after the July 1, 2002 deadline, and will be processed in as timely a fashion as possible. However, because of anticipated heavy workload for the CASO Procurement/Contracting Team, any requirement submitted after the deadline has a high likelihood of not being awarded in FY 2002.

All questions regarding this IM may be addressed to Dave Peebles, State Procurement Analyst @ (916) 978-4525.

Signed by:

Karen Barnette

DSD, Support Services

Authenticated by:

Richard A. Erickson

Records Management